

From: Robles, Elaine [Robles.Elaine@epa.gov]
Sent: 5/30/2013 5:10:06 PM
To: Stavnes, Sandra [Stavnes.Sandra@epa.gov]
CC: Dunlap, Bridget [Dunlap.Bridget@epa.gov]
Subject: Follow up email
Attachments: Follow up email.docx

Hello Sandy,

Per our conversation yesterday, I am attaching some wording for a follow up email with regard to the launching of SMP pilot. Could you and Bridget take a look at what I came up with and let me know if you think some wording should be changed/added/deleted before I send out? The wording on the email from Brian Twillman is below.

One EPA Skills Marketplace and Virtual Collaboration Pilot Program – Important information for AO’s managers and supervisors who will be serving as the ‘Project Managers’ for these opportunities --

*This message is being sent to **all** AO managers and supervisors....it will be of particular interest to those managers who will be overseeing one of the project opportunities which are being made available as part of the One EPA Skills Marketplace and Virtual Collaboration Pilot Program. This program is off to a great start! Currently, AO is leading the way as we have made available 25 of the 93 project opportunities as we launch the program with our partner offices, namely: the Office of Water (OW), the Office of Solid Waste and Emergency Response (OSWER), the Office of Administrative Resources Management (OARM), and Regions 6, 7, and 8.*

Please see the attachment which highlights the Skills Marketplace Program. To increase the visibility of the program, please place/display copies of this attachment throughout your AO organization. Thanks.

Hello AO SMP Project Manager:

You are receiving this email because you are a project manager for one of AO’s Skills Marketplace projects.

I ask that you do a few things at this time:

1. Visit the [Skills Marketplace Portal](#), click on the PROJECTS tab and scroll down to find your project on the list. View the project advertisement and let me know whether you need any changes made. Nikos Singelis and I have done all the data entry for AO projects based on the information provided by you and/or your designated point of contact.
2. You will receive an email notice advising you when someone has applied to your project. Please print the application materials for each applicant to ensure you don’t miss any applicants. Once the period for applying has closed, you may use your judgment as to what process you will use to select from among multiple applicants. We ask that you keep in mind the general principles of transparency and fairness as you undertake the selection process, to ensure all applicants are given fair consideration. While interviews (via telephone or otherwise) with qualified candidates are encouraged, we leave it to you to determine the best process/means for selecting the person(s) who you would like to have contribute to the project you have announced. It may be that you simply will choose to review the applications, writing samples, resumes, etc., of those who have applied for your project(s) and make a selection. Once a selection is made, we do encourage you to inform the selectee’s home-office supervisor of your selection. We do ask that all three parties (the home supervisor, the employee who has been selected for the project, and the project contacts (yourself along with your point of

contact) ensure that everyone is clear about the particulars of the project by filling out the Participation Agreement which can be found in the Skills Marketplace Tool Kit: <http://intranet.epa.gov/skillsmarketplace/toolkit.html>. For your convenience, here is the direct link to the agreement form: <http://intranet.epa.gov/skillsmarketplace/pdfs/SMPParticipationAgreement.pdf>

3. As things progress, please keep me apprised of how many applicants you have and the progress you are making toward selection. If you believe we need to extend the application period for your project, please let me know.
4. If you experience any problems using the portal, please send an email to Skills Marketplace. If you have questions about the program, you are welcome to contact me. If you are unable to reach me, you may contact Noha Gaber at (202) 564-2179, Nikos Singelis at (202) 564-0053, or Diane Bazzle, AO's Senior Champion, at (202) 564-0396.
5. At the end of the 6 month pilot phase, you will be asked to complete some survey questions, as part of our pilot program evaluation process. As your project proceeds, you are encouraged to keep notes concerning your experience, so you can more readily share your thoughts and suggestions during the evaluation process.

Thanks for participating in this first round of the Skills Marketplace Pilot Program. I hope you will continue to participate and encourage your staff to take part as well. Remember, we can add new projects at any time.....we just need you to make sure you have the full buy-in and support from those in your management chain.

Please call me or send an email if you have any questions or feedback.

Thank you,

Elaine M. Robles
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